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COMMONWEALTH OF VIRGINIA

Compensation Board

P.O. Box 710
Richmond, Virginia 23218-0710

To: Constitutional Officers
From: Bruce W. Haynes
Subject: COIN Implementation
Date: November 28, 2005

The Compensation Board and staff are excited about the New COIN Reimbursement, Personnel and Budget Request Sub-Systems. Implementation of the Personnel and Reimbursement Sub-Systems is to begin soon! Please read this email closely and if you are not the individual responsible for certifying the monthly reimbursements or entering personnel changes for your offices, then please forward this email to the individual with the responsibility for these functions.

Many of you participated in the roll out training of COIN back in June and July of this year, as well as attended the monthly COIN trainings from August-November. We appreciate your taking part in this training. We realize you will still need some guidance, and the Compensation Board Staff is prepared to work with you as closely as possible during the implementation of your new COIN system. There are sure to be some problems to work out in the system (as with any new system), so please be patient as you are not on this venture alone. There are many tasks/timelines that must be adhered to in order to accomplish a smooth transition from SNIP to COIN, to include you entering all December transactions into COIN between December 19th and December 30th.

The Statewide Network Interface Project (SNIP) will officially terminate **December 16th, 2005**. Please **do not** enter December personnel changes or fund transfer requests in SNIP. To accommodate these changes, we are requesting that all November personnel changes be completed in the SNIP system by November 30th or earlier. In addition, the November reimbursement in SNIP should be completed and certified by December 5th, 2005, by both the Officer and Governing Body.

Beginning December 19th, 2005, we would like for you to access the production region of COIN (CIPB), select Option 4 – Personnel Processing and then Option 12 – Update Employee Information and enter the pre-taxed premiums and the locality paid annual salary of each Compensation Board reimbursed position. We also ask that you enter all December personnel actions and fund transfer requests in COIN. Listed below are the complete tasks/timelines for COIN implementation.



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Tasks/Timelines for Implementation of the COIN Reimbursement and Personnel Sub-Systems

November 28th - 30th – Access the COIN test region (CIDC) to ensure that you have a COIN User ID and password. If you are unable to access COIN, please contact Melanie Morrison at (804) 225-3336, email Melanie.Morrison@scb.virginia.gov, Anne Wilmoth at (804) 225-3307, email Anne.Wilmoth@scb.virginia.gov and or Dan Munson at (804) 225-3333, email dan.munson@scb.virginia.gov

1. December 1st – 16th – COIN Budget Request Sub-System will be available in the test region (CIDC) for training purposes. If you have not registered for COIN budget request sub-system refresher training please access and re-familiarize yourself with the COIN Budget Request Sub-System so that problems will be minimal during the actual budget request cycle between January 3rd and February 1st, 2006.
2. December 5th – Completion of your SNIP monthly reimbursement request certification for November, to include both Officer and Governing Body Certifications. This is a very important step in the tasks/timelines due to the short period of time the Compensation Board staff has available to process your November reimbursement.
3. December 6th – December 16th – Compensation Board staff will process November reimbursements.
4. December 16th – SNIP will officially be disabled. You will no longer be able to access SNIP to enter personnel actions or reimbursements beginning on this date. SNIP will be available for history purposes, however.
5. December 19th - December 30th – COIN will go live! Please access the COIN production region (CIPB) select Option 4 – Personnel Processing and then Option 12- Update Employee Information and enter the pre-taxed premiums and locality paid annual salaries for each of your Compensation Board reimbursed positions. Enter December personnel actions and fund transfer requests.

The Compensation Board staff ask that you take ownership of your new COIN system. We want your input by suggesting reports, downloads or enhancements to screens that would make the system work better for you and all users. Should you have questions regarding this email please contact your respective program technician: City Sheriffs and Regional Jail Superintendents - Kimberlee Goins at (804) 225-3435, email Kimberlee.Goins@scb.virginia.gov; County Sheriffs - Rick Burkett at (804) 225-3463, email Rick.Burkett@scb.virginia.gov; Paige Curtis - Clerks and Commonwealth's Attorneys at (804) 225-3442, email Paige.Curtis@scb.virginia.gov; Treasurers and Commissioners – Kari Bullock at (804) 225-3475, email Kari.Bullock@scb.virginia.gov; or Charlene Rollins at (804) 225-3321, email Charlene.Rollins@scb.virginia.gov.